

# Surveyors Creek Public School P&C Minutes

---

Date: Wednesday 17<sup>th</sup> March 2021  
Location: SCPS Library  
Chair: Nicole Hancock  
Minutes: Samantha Shepherd  
Meeting opened: 6:35pm

Attendees: Nicole Hancock, Sam Shepherd, Lisa Cammans, Melanie Dewberry, Rebecca Stags, Belinda Boyd, Kelly Touma, Daine Clark, Pricilla Quinlan, Nikki Sutherland, Nicole Franks, Nicole Earley, Raelene Chaffen, Kathy Browne, Catherine Smith, Mary Grace Pedregose, Brittany Moir

Apologies: Kim Griffiths, Melissa Ryan and Lysa McRae

## **MINUTES**

The minutes of the meeting on 24<sup>th</sup> February 2021 were accepted with error or amendments to be made.

- Previous minutes stated sick bay had been refurbished and need to be amended to sick bay is being refurbished.

Moved: Nicole Hancock  
Seconded: Lisa Cammans

## **BUSINESS ARISING**

- NIL

## **CORRESPONDENCE IN**

- Fundraising.
- Letter from Teacher Federation.

## **CORRESPONDENCE OUT**

- NIL

## **CUBBY OOSH UPDATE**

- Mary introduced herself and thanked everyone stating this is her first meeting.
- Cubby OOSH is looking for a new 2IC previous 2IC left a week ago.
- Cubby OOSH is looking at getting more regular staff and not using agency staff.
- Cubby OOSH has looked at the routine upon arrival of the children, previous children would get their name marked off and have a meeting inside. The Routine has now changed to staff being delegated jobs at this time such as one staff marking the roll, staff on toilets supervising and then staff outside to coincide with the new routine of marking their name off, washing hands, and then going outside.
- Cubby OOSH has been experiencing some behavioural issues with some children who attend the service that the children would not display at school in school hours. These include.
  - o Vandalism to school property.
  - o Racist Comments to staff.
  - o Disrespectful behaviour to staff.
- Kathy Brown and Catherine Smith have had to come into Cubby OOSH to talk to the children about their behaviour while at cubby OOSH.

- Kathy Brown and Catherine Smith has assisted Cubby OOSH staff with strategies to assist with the behavioural issues.
- Cubby OOSH can give out warning to children for inappropriate behaviour if the behaviour does not improve or rectify then termination of care can be given to those children.
- Cubby OOSH numbers have increased, and most days are full before school they have 70 children in attendance and after school 90 children. Some days do differ, and this also does depend on if children absent.
- Catherine Smith asked Mary what the procedure is if children are absent or have gone home from school early for the day.

The Procedure is as follows

- o Parents are to notify cubby OOSH if their child is not attending for the day by either contacting cubby OOSH via phone call or text message. Parents can also mark absences on the Cubby OOSH APP 'My Family Lounge'.
- o If parent have not notified staff if their child or children will absent cubby OOSH the staff, contact the parents via a phone call to ensure that the child is not supposed to be attending.
- o Cubby OOSH is experience a lot of parents not communicating when their child or children are absent. Staff are in discussion with head office of putting some sort of penalty for repeat offenders.
- Parents having been coming into the car park while teachers are still on premises this is due to new students and them not having the service number, or they cannot get a hold of the service through the number provided.

Staff have rectified this by the following.

- o New families have been given the number.
- o Staff have said to parent they need to collect their child from kiss and drop and to call the service and they will bring out their child to the gate.
- o This has also been communicated to all families through email. Email also said for parents to collect and drop their child to the school gate as staff cannot walk to the car with the children as they are only licenced passed the gate.
- Kathy Brown and Catherine Smith said they noticed parents have been parking in the bus bay area instead of the kiss and drop when collecting the children. Cubby OOSH staff said this has been addressed in the email sent to families.
- Cubby OOSH has term program for the children to engage in some of these focuses are cooking, yoga, physical activities with an instructor that comes to teach the children, sustainable.
- Cubby OOSH has bought new resources for the program children and it is gradually being put out for the children. The children need to show staff they can respect the new resources they have and then more resources will be added.
- Cubby OOSH is offering a vacation care program beginning 6<sup>th</sup> April 2021. This is open to other student that do not attend Surveyors Creek Public School. During vacation care there will be two excursions. The first being on the 8<sup>th</sup> April and the second on 14<sup>th</sup> April.
- Cubby OOSH would like to thank the school and P&C for the use of the canteen in the afternoons again.

## **P&C REPORTS:**

### **Canteen**

- Last meeting Kim Griffiths and Melanie Dewberry have agreed to take on the coordinator role and Melanie became a financial member of the P&C but could not be nominated for the role until the next meeting due to only becoming a financial member.
  - o Nicole Hancock nominated Melanie Dewberry for the role
    - First Lisa Cammans
    - Second Samantha Shepherd
    - Melanie accepted the role.

- The Canteen is doing well banking \$1600 per week.
- Kim would like to thank Kathy and Catherine for the new power boards brought up at the last meeting these are working all well and it is much appreciated.
- The Bakery and Woolworths ordering is now all through Woolworths.
- Lisa is in the process of organising a P&C online Woolworth account.
- The canteen needs a new oven.
  - o Kathy and Catherine are aware of this.
  - o Kim to get some quote from supplier that can deliver to the school.
  - o Catherine stated that the school has an electrician that can install the oven once it is delivered.
  - o Melanie said that she will also chat to Kim about this as she has just gotten a new oven for home and had done some research herself.
- Two companies need to come and measure and quote the new stainless steel bench tops for the canteen.
- The canteen is ready for next term that lunch orders can commence on both days for the whole school.
- Nicole asked Kathy and Catherine if we are allowed year 6 helper back in the canteen. Catherine is going to do some research on health and safety issues to ensure they are covered if something were to happen to the children while in the canteen and while let us know.
- Nicole mentioned about a parent permission form for the year 6 helpers, and this is something we will investigate.
- Kim would like to thank Cherie for returning and assisting her in the canteen to learn the new role and giving a thorough handover.
- Kim would like to thank the school community canteen helper for assisting her in the canteen and volunteering.
- Two companies have come through to quote on replacing the bench tops and this is now with Phillipa & Kathy to discuss & decide.
- Three new volunteers started this Term 1 and another two new volunteers set to start Term 2. There has also been additional interest
- The canteen coordinators honorarium payment current daily amount is \$125, it has been requested for this amount to increase to \$150 per day.
  - o Nicole Stated that the amount has not increase in the last 9 years.
  - o If the P&C were to move to becoming incorporated, we would have to hire the canteen coordinator and pay under the award of food handling wages as \$28 per hour and pay the coordinator super.
  - o Motion moved Nicole Hancock.
  - o All member in agreeance 11 member present.
  - o Zero member against.
  - o The increase will commence from Term 2 2021.
- The question was asked if the delivery day for the canteen can be changed from Tuesday to Wednesday. This would be very difficult getting orders and unpacking orders while operating the canteen.
  - o The delivery driver needs to be reminded to lock the gate.
  - o It has been suggested that the delivery driver trail using the gate between the hall and canteen. This gate is easier to unlock and lock.

#### **ACTION**

- Catherine to investigate about getting year 6 helpers back into the canteen.

#### **Treasurer**

- Main Account Balance \$74953.06
- Canteen Balance \$6403.66
- There was one cheque out for Louise final honorarium payment.
- There is one outstanding cheque.

- The was an error with some canteen money going into the main account.
- Waiting on an invoice from Kathy for the basketball courts.
- Lisa received information about going paperless for the bank statements and is going to investigate this.
- Still need to finalise new signatories for both accounts.

#### **ACTION**

- Finalise signatures for accounts.
- Lisa to investigate paperless statements.

#### **Uniform**

- Lowes have plenty of stock.
- There is some stock from the 20% off sales is on back order for online orders.
- Clothing Pool
  - o The P&C room had been completely cleaned out for the clothing pool to begin in the room.
  - o All clothing pool items have been moved from the cleaner's room and are now in the P&C room.
  - o The single gate can be used for parent to access the P&C room, the key has been placed on the P&C keys and the piping has been moved from the top.

#### **Fundraising**

- Easter Raffle
  - o Ticket and prizes have all been bought.
  - o Tickets have been handed out to the children and are beginning to come back in.
- Mother's Day Stall
  - o A noted for the Mother's Day stall will go out next week.
  - o Mother's Day stall will be on Thursday 6<sup>th</sup> May 2021.
  - o Nicole Fanzke to organise a roster of when the classes will come up to the stall.
- Catherine Smith and Kathy Browne stated that the P&C can now use the gate near the support classroom to move stock to the hall when needed.

#### **ACTION**

Nicole Fanzke to organise a roster for classes to come up to the Mother's Day stall.

#### **PRINCIPAL'S REPORT**

- ACG Agreement
  - o The Department and Aboriginal agreement is a four year agreement and is now in the office.
  - o The school has 13 Aboriginal students, and the agreement has been brought to the attention of the staff.
  - o This will be uploaded to the school website.
- Kiss and Drop Zone
  - o Kathy Brown had been in consultation with Wendy Reed from the Penrith Council about the kiss and drop area.
  - o Kathy Browne had been in discussion with her work colleagues that are principals at school to see what they have in place.
  - o Kathy Brown is in discussion about pulling the Kiss and drop area of an afternoon between the hours of 2:30pm and 3:30pm.
- Back gate
  - o The parents parking at the back gate across the road and calling their children over is becoming an issue.

- Teachers are getting abused for asking their parents to come across the road to collect their children.
  - Kathy has written about the back gate and parents to walk across the road to collect their children in the newsletter.
- The School Improvement Plan
  - The plan is almost complete.
  - Kathy will be sitting down with Kay to finalise the plan on Monday.
  - The plan will be uploaded once finalised.
- Covid
  - Kathy Browne has been in consultation with the principals from the other schools in the area to see what they are implementing in their schools.
  - Parents can now come into the school as far as the gates near the office.
  - Some school in the area are having an easter hat parade with no parent on site and others are having a day. Surveyors Creek will be having a Crazy Hair and Hat day with no parade.
  - Parent can now attend PBL assemblies however will need to stay 1.5 meter distance form each other. The staff are going discuss how this will look next term then a note will be sent out.
  - Parent helpers can now be in classroom and will be on a need's basis.
  - There will be parent teacher interviews next term before the report cards go home, if parents' wish to have a further meeting after report cards go home this can be arranged.
- School Photos
  - Next year all school photos will be ordered online.
  - Orders will be given early with plenty of notice and date given for when they need to be ordered by.
  - If students are sick on the day of photos, they are not to be brought into the school just for their photos they need to stay home sick.
- Kathy Brown and Catherine Smith thanked the P&C for the Easter chocolates for the staff.
- Bad language in the playground
  - A note was placed in the school newsletter about students using bad language at school.
  - Kathy Brown has spoken to the students about their language, how they are talking to the teacher and how their behaviour is no acceptable.
  - Kathy Brown discussed the context and environment for appropriate language.
  - All students will start on a clean state.
  - If there is inappropriate language the teacher will speak to the student about their language.
  - The teacher will then discuss the student behaviour with the AP.
  - A letter will be sent home through the post informing the student parents about the student's inappropriate language.
- The police liaison officer will be coming out to talk to stage 3 students about having a social media presence, bullying on social media and harassment.
- Social and Emotional Intelligence Program
  - Miss Palombo will be doing a social and emotional intelligence program with a selected group of students in year 3, 4, 5 7 6.
  - This is to help students to identify their emotions.
  - Parents will get a note for the students to participate in the program.
- There have been some positive comments on the Glenmore Park Residence page when a parent posted asking for information about the school.

## **GENERAL BUSINESS**

- Now that the P&C room is clean out table need to be purchased for the room. Kathy Browne and Catherine Smith have said they will purchase some tables for the school and the P&C room can use these tables.
- School Banking
  - o The banking volunteers have now stepped down from the school banking role.
  - o Attempts have been made to contact Gale from the bank however there has been no response.
  - o There will be no school banking from Tuesday 22<sup>nd</sup> March 2021 as there is no volunteers.
- The photos from the badging ceremony have not been put up for parents to see. Nikki Sutherland stated that these have not been put up due to the school waiting for the publishing notes to be returned to school and they needed to be returned by a certain date.

### **Action**

- Note to be sent home for school banking ceasing.
- School to purchase tables.
- Photos for badging ceremony to be put up once publish permission forms have been returned.

Meeting concluded at 8:10pm

## **NEXT MEETING**

- Wednesday 12 May 2021 from 6:30pm in the school's library